



Safe Guide – July 2011 Explanation of Changes

We recommend that you print the Key Terms and General Planning for Activities sections (pages 15 to 37) for handy reference. These sections are key to planning all activities.

Overview of changes

1. As of September 1, 2011 new Guiders must completed their Safe Guide training in their first **six months** of Membership.
2. Links to websites have been updated and embedded in Safe Guide.
3. The Girl Registration (A.5 and A.5R) and Non-member Volunteer (A.7) forms now include the Code of Conduct.
4. New terms for adventure trip leaders: Trip Lead and Trip Assist.
5. The steps for assessing a Third Party Service Provider (TPSP) have been re-ordered.
6. Two new forms for listing participants on international trips.
7. An index has been added to the document.

Highlights of the changes

The following list explains amendments to procedures. It does not include wording changes that only provide more clarification or explanation. Note you will need to refer to the new 2011 version of Safe Guide when planning activities. The original is out of date.

Introduction		
Section	Page	Description of Amendments
Uninsured Activities - Bouldering	9	The description of uninsured bouldering has been clarified to include a harness and a rope: <ul style="list-style-type: none"> ▪ Bouldering on an outdoor natural rock face without a climbing harness and rope.
Key Terms	10	<u>Activity Facilitator</u> <ul style="list-style-type: none"> ▪ Clarification that an activity facilitator is of the provincial age of majority or older.
	10	<u>Adventure Activity</u> <ul style="list-style-type: none"> ▪ Clarification that caving includes spelunking.
	12	New definition: Home Contact Person: an adult Member or non-member volunteer who does not attend the activity or event. The home contact person is given information about the group and its plans so that they can assist in the resolution of a situation, which may or may not be an emergency. See Appendix J, Home Contact Person for more details.



Key Terms (continued)	14	<p>New definitions added for adventure trips.</p> <p>Trip Lead: an activity facilitator who has the primary responsibility for the planning, management and leadership of an adventure trip.</p> <p>Trip Assist: an activity facilitator who plays a supporting role in planning, managing and leading an adventure trip.</p>
	14	<p>New definition:</p> <p>Wilderness: a remote geographical location where EMS is more than four hours away.</p>

General Planning for Activities		
Section	Page	Description of Amendments
Parent/Guardian Notification and Permission	17	<p>The Girl Registration Form and Parent/Guardian General Consent (A.5 or A.5R) now also includes the Code of Conduct.</p> <p>A note has been added to explain that for those provinces participating in online registration, no paper copy of the A.5 and IR.1 are submitted.</p>
Training, Experience and Qualifications	26	<p>New information regarding experience requirements for land based adventure camping activity facilitators:</p> <ul style="list-style-type: none"> ▪ <u>Trip Lead</u> 10 nights (do not have to be consecutive) of relevant tripping experience in last 10 years. Two of these trips with girls ▪ <u>Trip Assist</u> 5 nights (do not have to be consecutive) of tripping experience, with or without girls. Experience in trip organization and management <p>The Water Activities Planner must be reviewed for adventure canoe, kayak and sail tripping.</p>
Orientation and Planning With Participants	26	The Code of Conduct must now be signed by Pathfinders and Rangers and kept in Unit files.
Health/First Aid First Aid	29	Activities over 8 hours do not require a first aider. This requirement was removed.
Safety and Emergency Response	30	When on multi-day wilderness trips, the option to notify search and rescue of plans for a trip has been removed as this is handled by police and park authorities who contact search and rescue when necessary.



Activity Planning Transportation	33	This information has been revised to clarify that when Guiders, parents/guardians, and/or volunteers drive girls other than their own daughters/wards to or from or during an activity they are doing so as a private arrangement. GGC does not carry automobile insurance.
Equipment	36	Tobogganing has been added to the list of activities where parents must be informed that if they wish their child to wear a helmet, they must provide one.

Safe Guide Forms		
Section	Page	Description of Amendments
Registration Forms A.5 and IR.1	38	For online registration, information on these is added directly into the iMIS database and no paper forms are submitted.
Activity Forms Emergency Response Plan (SG.4)	39	Revised wording to explain that the form is provide by the council who <i>runs</i> the facility.
International Travel Application for WAGGGS Introduction Card (IT.8)	42	This form had been discontinued and deleted from the list of forms.
International Group Trip – Proposed List of Participants (IT.9)	42	New form used to outline the proposed list of participants with their birth date and nationality of passport.
International Group Trip – Final Participant Information (IT.10)	42	New form used to list the participants' passport and emergency contact information.

Activity Guides		
Section	Page	Description of Amendments
Camping: Residential	53	In both these activity guides, added a reference to the OAL Guide to Camping on Member Zone.
Camping: Tenting in an Established Campsite	56	
Cookie Sales	59	Added clarification in the subtitle that this activity guide is also used for mall sales. Deleted references to use of the Internet for sales.



Sleepovers	67	<p>Clarified that when sleepovers are in homes:</p> <ul style="list-style-type: none"> ▪ where no adult Member lives, all adults present in the home during the sleepover are required to have a PRC. ▪ girls should not be left alone one-on-one with any household non-member, adult or child. ▪ it is recommended that homes of adult Members are used.
Third Party Service Provider Activity Procedures	69, 70	<p>For clarification, the steps for assessing a TPSP have been reorganized into four steps with a new first step:</p> <p>Step One:</p> <p>1. Is the activity boating, horseback riding, rock climbing on a natural rock face, scuba diving, waterskiing or whitewater rafting?</p> <p>If yes, go to steps three and four. If no, continue with step 2.</p>
	70	<p>The note has been revised to clarify the need to reference other sections of Safe Guide:</p> <ul style="list-style-type: none"> ▪ See relevant Activity Guides. Note the helmet requirement for horseback riding . ▪ Girls must be Pathfinder age and older to participate in scuba diving ▪ There are age restrictions for some boating activities. See Managing Specific Boating Activities. ▪ For all boating activities, all participants must wear a PFD.
Travel in Canada - 72 Hours or More	76	<ul style="list-style-type: none"> ▪ The Planning Timeline now includes holding a parent/guardian planning meeting to discuss options for itinerary, fundraising, etc.

Water Activities Planner		
Section	Page	Description of Amendments
Key Terms	79	<p><u>Activity Facilitator</u></p> <ul style="list-style-type: none"> ▪ Definition clarifies that activity facilitators can be a trip lead or trip assist.
	80	<p><u>Canoe, Kayak or Sail tripping</u></p> <ul style="list-style-type: none"> ▪ Sail tripping has been added to the definition. ▪ As tripping is not just in a wilderness setting, the wording regarding wilderness area has been removed.



Key Terms (continued)	81	<p>Definitions of a Trip Lead and Trip Assist have been added:</p> <ul style="list-style-type: none"> ▪ <u>Trip Lead</u>: An activity facilitator who has the primary responsibility for the planning, management and leadership of an adventure trip. ▪ <u>Trip Assist</u>: An activity facilitator who plays a supporting role in planning, managing and leading an adventure trip.
Water Activity Planning chart	83	<p>When GGC is responsible for providing aquatic personnel at pools and waterfronts, added examples:</p> <ul style="list-style-type: none"> ▪ Backyard and hotel pools ▪ A beach at a private cottage or cabin
		<p>Included paddle boards as an example of non-motorized boating within 100 m of a waterfront.</p>
		<p>For clarification whitewater rafting is listed now listed as a Red level activity.</p>
Permission and GGC notification/Authorization for Yellow and Red Levels	84	<p><u>Using a Third Party Service Provider (TPSP)</u></p> <ul style="list-style-type: none"> ▪ Deleted boating from this heading as it is relevant to other activities such as scuba and surfing. ▪ Added need to refer to scuba diving and boating age restrictions.
Swimming Rules	88	<p><u>GGC Supervised Pools</u></p> <ul style="list-style-type: none"> ▪ Add a recommended that the home owner check their insurance to ensure they have adequate coverage for groups.
Boating Rules	94	<p><u>Personal Flotation Devices (PFD)</u></p> <ul style="list-style-type: none"> ▪ Added paddle boats and paddle boards to the list of examples of when a PFD must be worn.
General Planning	95	<ul style="list-style-type: none"> ▪ Moved information about activity facilitators to Specific Boating Activities. Revised the title of this section to Management and Supervision of Specific Boating Activities.
Canoe Tripping and Kayak Tripping	97, 98	<p>Revised the experience requirements to reference the new supervision categories:</p> <ul style="list-style-type: none"> ▪ The Trip Lead has: <ul style="list-style-type: none"> ○ 15 nights of canoe/kayak tripping over a minimum of three trips OR five nights of backpacking experience and 10 nights of canoe/kayak tripping over a minimum of two trips. The trips took place in last 10 years and three of these trips were with girls. The nights do not have to be consecutive. ▪ The Trip Assist has: <ul style="list-style-type: none"> ○ A minimum of five nights of canoe/kayak



Whitewater rafting		<p>tripping (do not have to be consecutive), with or without girls</p> <ul style="list-style-type: none"> ○ Experience in trip organization and management
	100	<ul style="list-style-type: none"> ▪ The description of raft guides has been changed to 'qualified' instead of 'licensed' as they are only licensed in one province.

International Travel Planner		
Section	Page	Description of Amendments
Pre-Planning for International Travel International Travel 72 Hours or MORE	104	<p><u>Money, Shopping and Returning to Canada</u></p> <p>Revised information to reflect increase in the use of bank cards and decrease in the use of travellers cheques.</p>
		<p>Girls Guide age and old can now travel to the USA (excluding Puerto Rico and Hawaii) or St. Pierre et Miquelon.</p>
		<p>The WAGGGS Introduction Card and application form (IT.8) has been discontinued. Therefore the application for the card (IT.8) has been discontinued.</p>
GGC Authorization	105	<p>New note to clarify GGC's position on Members attending WOSM events:</p> <ul style="list-style-type: none"> ▪ Girl Guides of Canada does not sponsor trips to World Organization of the Scouting Movement (WOSM) events. Independent group trips to WOSM events will be considered on an individual basis. All activities at these events must meet Safe Guide standards. Before fundraising begins, these activities must be approved by the Provincial Commissioner using the Application for Fundraising Approval (FR.1).
	106, 107	<ul style="list-style-type: none"> ▪ As forms are submitted and forwarded electronically, deleted the need for three copies as only one is needed.
	107	<ul style="list-style-type: none"> ▪ To standardize the way participant information is submitted, there are two new forms: <ul style="list-style-type: none"> ○ Proposed List of Participants (IT.9) – submitted with the IT.3 six months before departure. ○ Final Participant Information (IT.10) – submitted four weeks before departure ▪ These forms are referenced throughout this section.



Approximately six months prior to the trip	107	<p>Added from the International Group Trip Authorization (IT.3) the list of forms and attachments submitted with this form including:</p> <ul style="list-style-type: none"> ▪ Proposed detailed itinerary including country(ies) and cities to be visited, sightseeing plans and other activities with their dates ▪ Emergency Response Plan (SG.4) ▪ Detailed budget, including an itemized list of expenses, revenue generated to date, projected additional fundraising, and a per participant cost ▪ Proposed fundraising plans for outstanding expenses ▪ Proposed List of Participants (IT.9) ▪ International Group Trip - Guider Applications (IT.4) for all adults
At least four weeks prior to departure	107	<p>The information sent to the Provincial International Adviser has been clarified so that it includes:</p> <ul style="list-style-type: none"> ▪ If relevant, attach an Activity Authorization (SG.3), Water Activity Plan (WA.1) and Adventure Activity Trip Plan (SG.6).
	107	<ul style="list-style-type: none"> ▪ The Provincial International Adviser forwards documents to the national office, Adult Member Support instead of Girl Programs.
	107	<ul style="list-style-type: none"> ▪ Responsible Guider must now send her Provincial International Adviser a post-trip report.
Training, Experience and Qualifications	111	<p><u>International 72 hours or MORE</u></p> <p>All Guiders must now have at least two, two-night supervisory experiences with a comparable number of children/youth. This experience does not have to be in Guiding.</p> <p>Information on Guider experience has been re-organized into a chart.</p>
Safety and Emergency Response Planning	114	<p>The process for participants travelling abroad registering with Foreign Affairs has been revised.</p>
Clothing	114	<p>As we now have an online store, information on purchasing international items has been revised:</p> <ul style="list-style-type: none"> ▪ Once the Provincial International Adviser approves the trip, the responsible Guider may order items from www.thegirlguidestore.ca.



Appendices		
Section	Page	Description of Amendments
Conditional Activities	122	References to relevant activity guides and planners have been added to the conditional activities.
Appendix E - Police Records Check for Non-member Volunteers	128	Questions and answers have been numbered for easier reference (e.g. Q1. / A1.)
Questions and Answers about the Police Records Check	131	A new question has been added: <ul style="list-style-type: none"> ▪ Q14. When an adult Member from another WAGGGS country is visiting and attending my camp, does she need a PRC? ▪ A14. When adult members of WAGGGS Member Organization attend a GGC events where adults require a PRC, they must produce a letter from their Association before the event confirming their membership and any relevant recruitment checks including a police records check (if included in their screening process) for the country in which they live.
Appendix F – Code of Conduct	132	Updated Code of Conduct
Appendix I – Sample Letter to Authorities about Emergency Response Plans	137	This letter has been revised so that it includes contact information for the Home Contact Person.
Appendix L – Provincial Contact Information	140	This section now includes the provincial email addresses for submitting forms. PE Council has been merged with NB Council

Index		
Section	Page	Description of Amendments
Index	141	An index has been added to the document.

Forms	
Section	Description of Amendments
Activity Forms	<u>Activity Notification or Authorization (SG.3)</u> Added: <ul style="list-style-type: none"> ▪ See Safe Guide for deadlines for submission of forms ▪ Space to include iMIS # if available



	<p><u>Emergency Response Plan (SG.4)</u></p> <p>Instead for including contact information for the provincial office, it now says Provincial emergency contact for GGC.</p>
	<p><u>Third Party Service Provider (SG.7)</u></p> <p>Third Party Service Provider Interview Guidelines have been revised to reflect the changes in the steps for assessing a TPSP.</p>
<p>Water Forms</p>	<p><u>Water Activity Plan (WA.1)</u></p> <p>Clarified that this form is completed only for Yellow and Red level activities.</p> <p>Clarified that the boating test is done 'as required'.</p>
	<p><u>Swim and Boating Test Verification (WA.2 and WA.3)</u></p> <p>Revised as follows:</p> <ul style="list-style-type: none"> ▪ Clarify that aquatic personnel can verify both the Swim and Boating test. ▪ Clarify this is for Boating test completion or Swim test equivalency
<p>International Forms</p>	<p><u>International Trip Planning Timeline (IT.1)</u></p> <p>Added space to include deadlines.</p> <p>Added reminders for Guiders to get first aid training and hold a parent/guardian meetings.</p> <p>Under 6 months: added the Proposed list of participants (IT.9).</p> <p>Under 4 to 6 months: added explanation that the parents/guardians agree to the total budget and each individual's expenses.</p> <p>Added new a timeframe of 2-3 months when the final participant information is gathered for the Final Participant Information (IT.10).</p> <p>Under 4 weeks before departure: added the complete list of documents that are submitted.</p> <p>Under 1 week before departure added the new Participant Information (IT.10) as one of the documents sent to the national office.</p>
	<p><u>International Group Trip Authorization (IT.3)</u></p> <p>Added the new Proposed List of Participants (IT.9) as one of the attachments to this form.</p>
	<p><u>Guider Application (IT.4)</u></p> <p>Revised to reflect the new requirement that all Guiders require at least two, two night supervisory experiences.</p>
	<p><u>Proposed List of Participants (IT.9)</u></p> <p>This new form lists the proposed participants, their birthdate and</p>



the issuing country of their passport. This form is submitted early in the planning before details required for the IT.10 are known.

Final Participant Information (IT.10)

This new form lists participant information (adult and girl) required for these trips. It includes:

- Birthdate
- Passport number, issuing country and expiry date
- Names of two people to contact in case of an emergency, their relationship and contact information.